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Overview

Introduction

When employee leave profile data is established, leave balance records are set with zero balances. Leave maintenance transactions must be entered on HMSUM to load any applicable balances. HMSUM is also used to adjust leave balances for corrections and delete (zero) leave balances for terminated employees. Leave maintenance transactions are displayed on CIPPS-Leave reports with the prefix; MNT, M, MNT+, or MNT-.

Leave Maintenance Form

The Leave Maintenance form (L-2) and Leave Activity/Maintenance Batch Totals form (L-3) can be used to enhance data entry documentation and facilitate data entry of leave maintenance transactions. Although use of these forms is optional, some type of source leave status documentation must be retained by agencies. These forms are available on DOA Web Site www.doa.virginia.gov.

Loading Leave Balances

Loading Balances on HMSUM

Access and update HMSUM to load balances as follows:

Step	Description
1	Enter GU or GUH in the Command field (i.e., first position of the Command Line).
2	Enter the 5-digit company number, comma, batch number, comma, page number (start with page 1) in the Command Qualifier field (i.e., the middle position of the Command Line).
3	Enter HMSUM in the Database/Screen ID field (i.e., far-right field of the Command Line).
4	Press Enter to display HMSUM.
5	Enter "I" in the Subcommand field for a new Batch; use "R" for out-of-balance batches and/or to change existing data. Enter the subcommand on each page of the batch.
6	Enter modified values.
7	Press Enter to submit the transaction for processing.

Loading Leave Balances, Continued

HMSUM   Access HMSUM, Leave Maintenance Detail, to load leave balances:

COMPANY, BATCH, PAGE   System generated from information entered in Command Qualifier.

STATUS   System generated.

Note: Status for previously entered batches will be blank with error message indicating batch already entered as activity/maintenance with assigned Batch #.

EMPLOYEE NUMBER   Enter the employee number at least once per page. If left zeros, system defaults to value in line above.

LEAVE TYPE   Enter the assigned 2-digit leave type code to load decremented leave type balances:

Leave Type	Note Reference	Code
Annual		NA
Sick – Personal	VSDP or non-VSDP	NS
Sick – Family	See note under Leave Hours below.	

Continued on next page

Loading Leave Balances, Continued

LEAVE TYPE, *continued*

Leave Type	Note Reference	Code
Family & Personal		NF
Disability Credits		ND
Bonus		BE
Compensatory	See note under Date From below. Generally, these leave types are paid on termination/transfer, however, there may be instances when the balances are transferred.	CE
Overtime		OE
On-call		NE
Recognition		RE
Community Service	16 hour max applies	CS
Military	120 hour max applies	MT
Bone Marrow/Org. Don.	240 hour max applies	MO
Educational	These leave types are agency specific and would not normally be transferred from one agency to another. * 80 hour max applies	ET
Administrative/Civil		JT
Pre-layoff *		PL
LWOP		XX
Worker's Compensation		WT
Other		OT

LEAVE SIGN   Blank when establishing leave balances.

LEAVE HOURS   Enter the number of hours (in tenths) in the leave balance for each leave type. Use multiple transactions if the sick leave balance exceeds 999.9 hours.

Note: For non-VSDP participants, add YTD Sick – Family accumulated balance to sick leave balance. On the following day record Sick – Family accumulation as a leave used maintenance transaction (SF).

DATE FROM   Enter effective date in MM/DD/YYYY format.

Note: For compensatory this must be the date the leave was earned. For overtime and on-call leave this may be either the date or the period in which the leave was earned. Leave for each day on which leave was earned must be entered separately. 24 hours maximum per day, except overtime, which is 36 hours.

Loading Leave Balances, Continued

DATE TO	For leave loads, no data entry required. System defaults to Date From field.
ENTER 'Y' WHEN BATCH IS COMPLETE	Enter 'Y' to balance the batch once all data entry is complete.

Note: HMSUC automatically displays for batch balancing. If not ready to balance, press Enter to display next page of batch and continue entering transactions.

Online Control Balancing— HMSUC	Online control balancing is performed on HMSUC, Leave Accounting Batch Totals. Access to HMSUC is automatic following data entry on HMSUM. Enter data using an R in the Subcommand field:


```
IRMA WorkStation: 3270 Terminal   - [ sessiona* [A]]
 File  Edit  Controls  Settings  Window  Help
> GD     230,00001,01                                    ON HMSUC

                ----LEAVE ACCOUNTING BATCH TOTALS----

        COMPANY--> 00230        BATCH--> 00001   STATUS-->     DELETED

                           TRANSACTIONS       HOURS

                ENTERED         02          00044.0

                CALCULATED      02          00040.0
                ----------      --          --------
                DIFFERENCE      00          00004.0




                              06/12/01  10:04:09 1 M3LL CIP5 ____




4B                                          SNAGTWY138 08/002 A
```

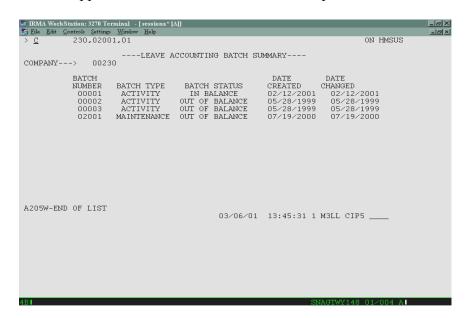|	
ENTERED TRANSACTIONS	Enter the manually calculated total number of transactions entered on HMSUM.
ENTERED HOURS	Enter the manually calculated total absolute value of hours entered on HMSUM.

Loading Leave Balances, Continued

Press Enter and the system calculates the total number of transactions and total hours entered on HMSUM and compares and validates these hours with the totals manually entered on HMSUC. If there is no difference the Status field will read "IN BALANCE." If a difference is detected the Status field will read "OUT OF BALANCE," and data entry must be reviewed, corrected, and re-balanced. Only "IN BALANCE" batches will process. "OUT OF BALANCE" batches will remain in the system until they are "DELETED" or put "IN BALANCE."

Batch Summary— HMSUS

Following data entry review HMSUS to ensure all completed batches are in-balance and ready for nightly processing. Check HMSUS the following day to ensure all In Balance batches process. All zeros will display if all batches have been processed.
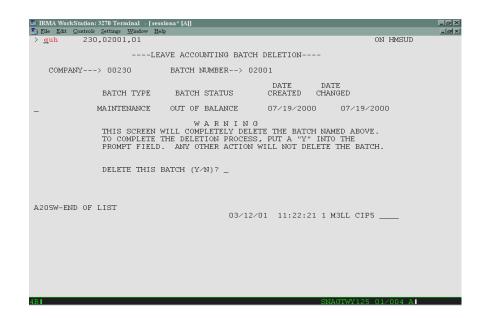
Access HMSUS by completing the command line using GD, Company #, and HMSUS. To see all batches, continue pressing Enter until the message "End of List" appears. Use F12 to scroll back to the previous screen.

```
IRMA WorkStation: 3270 Terminal  - [ sessiona* [A]]                    _ | 5 | X |
File  Edit  Controls  Settings  Window  Help                          _ | 5 | X |
>  C         230,02001,01                                    ON HMSUS

                        ----LEAVE ACCOUNTING BATCH SUMMARY----
COMPANY--->    00230

          BATCH                                   DATE         DATE
          NUMBER    BATCH TYPE    BATCH STATUS    CREATED      CHANGED
          00001     ACTIVITY        IN BALANCE    02/12/2001   02/12/2001
          00002     ACTIVITY      OUT OF BALANCE  05/28/1999   05/28/1999
          00003     ACTIVITY      OUT OF BALANCE  05/28/1999   05/28/1999
          02001     MAINTENANCE   OUT OF BALANCE  07/19/2000   07/19/2000




A205W-END OF LIST
                                    03/06/01  13:45:31 1 M3LL CIP5 ____


4B                                           SNAGTWY148 01/004 A
```

Loading Leave Balances, Continued

Batch Deletion— HMSUD

Using the same navigation steps described for HMSUM, access HMSUD to delete specific batches. Do not enter a subcommand on this screen.

DELETE THIS BATCH (Y/N) Enter "Y" and press Enter to delete batch.

A message displays indicating the batch has been deleted. Report U013 will print. Do not reuse the batch number until the following day.

Adjusting/Correcting Leave Balances

Overview

Employee leave balances may be incorrect due to data entry errors in leave load maintenance transactions, earnings and usage activity transactions, or timing of data entry. Errors may be detected by users through review and comparison of source documents to error/audit balance exception reports, LWOP exception reports, and period-end reports. Employees may also detect errors upon review of leave balances on earnings notices. Data entry errors may result in an over- or understatement of leave balances.

Continued on next page

Adjusting/Correcting Leave Balances, Continued

To correct leave balances, it is necessary to identify the original incorrect entry and evaluate the impact of the error on the leave balance. In evaluating the impact of the error on the leave balance, it is helpful to determine whether the error affected the leave balance of a decremented leave type, an accumulated leave type, or an accumulated leave type with edits. The affects of leave chaining and/or accruals on original entries must also be considered in determining corrective action.

Decremented Leave Type Corrections

Decremented leave types maintain leave balances through accumulation of leave load, accrual/earnings, and usage transactions. The type of correction required is based on whether the source of the error was a leave load, accrual/earnings, usage, or previous maintenance transaction. Maintenance may be performed by "adding back" or "subtracting from" leave load, accrual/earnings and usage fields.

Accumulated Leave Type Corrections

Accumulated leave types maintain only a leave usage total (note exception for LWOP where leave totals are maintained by period as well). Corrections are made by increasing, or decreasing, total leave usage pursuant to incorrect leave usage transaction(s).

Maintain Balances— HMSUM

Data entry and batch balancing/deletion procedures governing adjustments/corrections are identical to those provided in the sections on loading leave balances with the following exceptions and annotations:

LEAVE TYPE   Enter the same leave type code used in the incorrect transaction.

Adjusting/Correcting Leave Balances, Continued

LEAVE SIGN (Decremented Leave Types)   Enter the applicable Leave Sign corresponding to the type of error that occurred in the original (incorrect) transaction:

Original Type of Transaction	Error		Correction	
	Type of Error	**Impact on Leave Balance**	**Leave Sign**	**Impact on Leave Balance**
NA/AE, NS/SE/SS, FS/NF, ND, RE, BE, CE, OE	Overstatement	Overstated	N	Decrease
	Understatement	Understated	Blank	Increase
AT, SF, SP, FP, DC, RT, BT, CT, OX	Overstatement	Understated	N	Increase
	Understatement	Overstated	Blank	Decrease

LEAVE SIGN (Accumulated Leave Types)   Enter the applicable Leave Sign corresponding to the type error that occurred in the original (incorrect) transaction:

Original Type of Transaction	Error		Correction	
	Type of Error	**Impact on Usage Total**	**Leave Sign**	**Impact on Usage Total**
CS, MT, ET, JT, PL, XX, WT, SD, OT, MO	Overstatement	Overstated	N	Decrease
	Understatement	Understated	Blank	Increase

LEAVE HOURS   Enter in tenths the number of hours to be adjusted.

Note: To determine the number of hours to be adjusted, compute the difference between the incorrect number of hours entered on the original transaction and the correct number of hours that should have been entered. Ignore the positive or negative value of this amount because the Leave Sign field for the adjustment transaction controls the impact of the adjustment on the leave balance.

Continued on next page

Adjusting/Correcting Leave Balances, Continued

DATE FROM   Enter the same Date From as the original incorrect transaction.

Note: For compensatory leave corrections, the number of hours of the adjustment may need to be divided among several days depending on when the compensatory time was originally earned. The periods must coincide with the original periods where the leave information was retained. Use a previous Report U010 to determine which period the compensatory leave was earned.

DATE TO   Enter the same Date To as the original incorrect transaction. If the date is the same as in the DATE FROM field, no data entry is required. System will automatically fill this field with the same information contained in the DATE FROM field.

**ENTER 'Y'   Enter "Y" to balance the batch once all data entry is
WHEN BATCH   complete.
IS COMPLETE**

Note: HMSUC automatically displays for batch balancing. If not ready to balance, press Enter to display next page of batch and continue entering transactions.

Deleting Balances for Terminated Employees

Deleting Balances   Terminated employee leave balances will be deleted over night once the Employee Status on the H0BES screen is changed to a value of '3' by the Payroll Officer. (Maintenance transactions are no longer required to clear the balances.) It is imperative that all outstanding leave transactions be processed and screen prints of leave balances be performed prior to the employee being placed in the terminated status.   Coordination between the Payroll Officer and Leave Officer is now required.

Deleting Balances for Terminated Employees, Continued

Coordinate Terminations Activities

Leave Histories are only generated for employees who are "active" on H0BES and "salaried," "automatic," and in a semi-monthly "pay frequency" on H0BID. Therefore, it is extremely important for agency payroll and leave processing staffs to coordinate termination activities:

Step	Action
1	Request leave histories in the period the terminating employees receive their final regular pay. This must occur prior to payroll changing H0BES and H0BID.
2	Notify payroll that the leave history is received so that payroll can set the Time Card Status to zero (NonAuto) so that no regular pay is generated.
3	Using the history report, reconcile leave balances and forward leave payouts to payroll for final payments.
4	Turn off the accrual indicator on HPIUS to ensure the employee will not continue leave accruals.
5	Print all balance screens (HPHUN, HPIUN, etc) and place in employee's file.
6	After the close of the leave period (i.e., after receipt of a leave register), notify payroll so that payroll can terminate the employee status on H0BES. All online balances will be deleted over night.

Internal Control

Internal Control

Agencies must establish procedures governing leave form preparation, authorization, submission, data entry, and reconciliation. Ensure maintenance transactions are authorized and entered on a timely basis.

Records Retention

Time Period

Agencies must retain documentation supporting entries establishing leave balances and all applicable forms affecting employee leave at the agency for five years or until audited, whichever is later.

Contents

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